Resizing an image

Images can be:

- No more than 400 pixels wide for images in the page section of a web page
- No more than 160 pixels wide for images in a feature pane.

If you want to change the size of an image, you must use graphics editing software.

Once the image is resized, the new file must be imported into TeamSite. You may want to give the new file a different name than the old file.

If you want to overwrite an image, give the new file the same name as the old file. In this case, you must also import the new file to the same folder as the old file.

Add the image element

Figure 2.38

1. Find the element immediately above the place where you want to place the image.
2. Click its icon; a drop-down menu will appear.
3. Select **Image** in the menu. This will add an image element to your DCR.

Once you have added the image element you need to “reference” (or link to) the required image. Then you will need to set the image properties.

This is what an image element, with all the fields completed, looks like in a DCR:

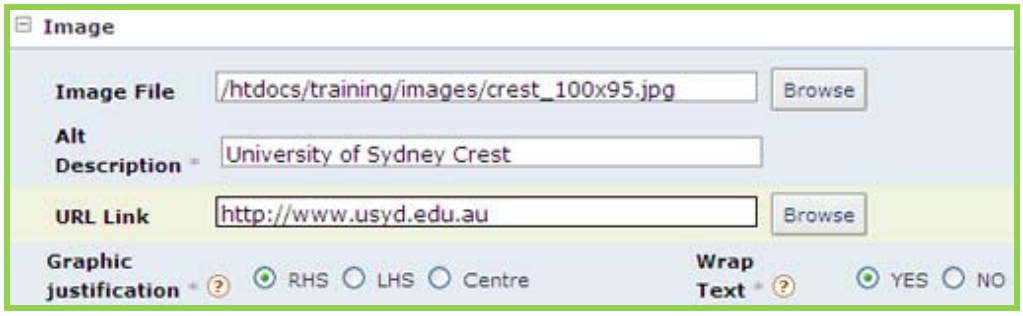

Figure 2.39

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Reference the image

Referencing an image means that, from the DCR image element, you 'point to' a file in the **htdocs** folder. The image file must already be imported and approved before referencing.

There are two methods to reference an image in the DCR:

- Type the image name and path in the **Image file** field
- Use the **Browse** feature of the Image file field. With the DCR open and the Image element visible, you can either

Type the image name and path:

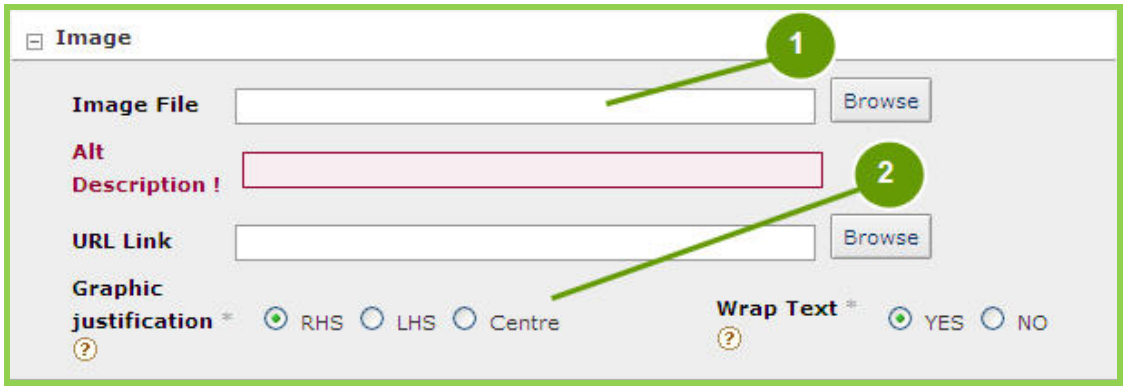

Figure 2.41

1. Type the image path (using either an absolute or relative path) in the **Image file** field.
2. Set image properties (see instructions later in this section).

Browse to reference an image:

Figure 2.42

1. Click on the **Browse** button to the right of the **Image file** field.

NOTE:

- You can only see files and folders located in TeamSite; you cannot browse to an image located on your computer drive or a shared drive.
- If you cannot find an image, it may not have been imported into TeamSite, or it may not have been approved.

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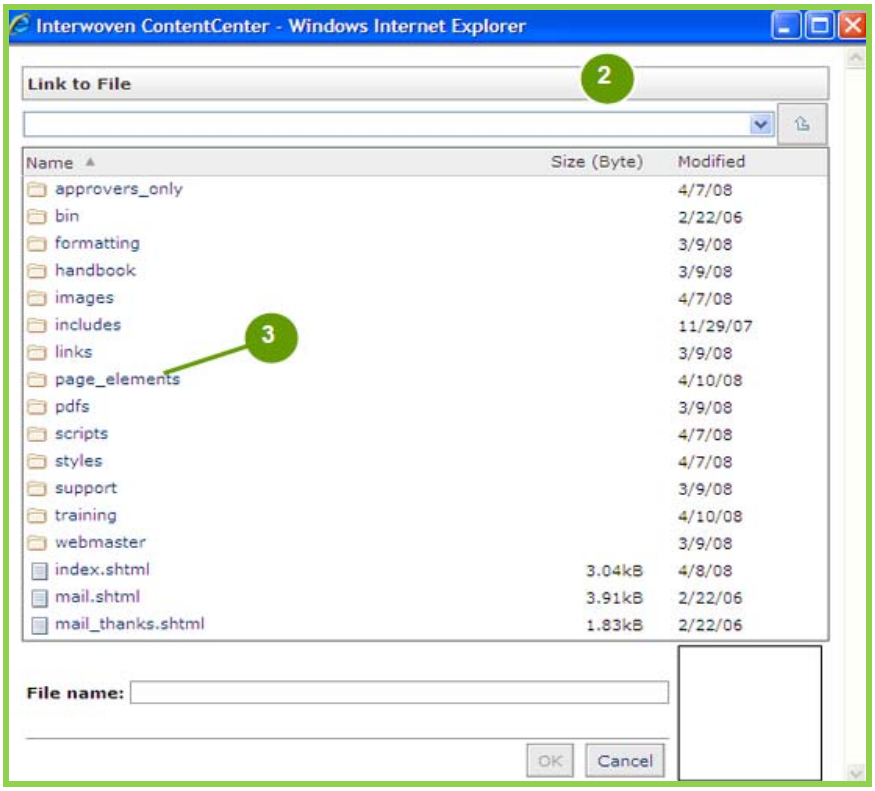

Figure 2.43

2. A dialogue box appears prompting you to browse to the image.
3. Double-click on a folder to view the contents.

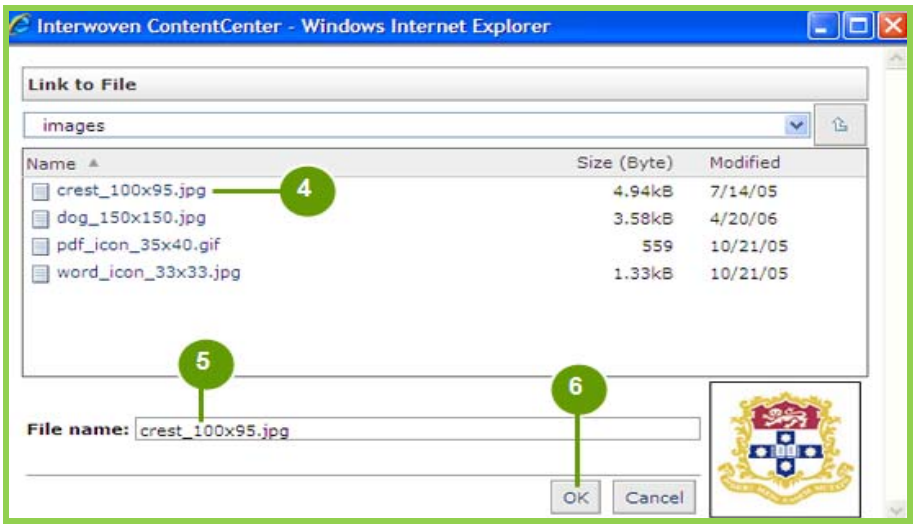

Figure 2.44

4. Single-click on the image file name to select it.
5. The file name displays in the **File name** field and a thumbnail image displays in the bottom-right corner of the window.
6. Click **OK**; the dialogue box disappears and the Image File field displays the image path and filename.

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Setting image properties

Once you have referenced (or linked to) an image you need to set the image properties. An image element has the following properties:

Figure 2.45

1	Image file	Mandatory field	Name of image file
2	Alt description	Mandatory field	Description of image
3	URL link	Optional field	The image can be linked to another page, or to a file
4	Wrap text	Mandatory field	Text can wrap around the image
5	Graphic justification	Mandatory field	The image can be placed to the left or right of the text. If centre is chosen the image will be centred on the page.

Alt description

This mandatory field is used to give an image a short description.

Figure 2.46

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1. Example of alt description as it appears on the web page.

Alt text also helps web users using a non-graphical browser or who turn off images in their browser for faster page loading. Screen readers used by the visually impaired 'speak' alt text to the user.

URL link

This optional field is for linking to a page a web user would jump to by clicking on an image. A URL ('uniform resource locator' or web address) can be either:

- **Internal** - References (points to) a page or file that is part of your website.
- **External** - References (points to) a page or file in a website outside your unit's website.

There are two methods for completing the **URL link** field:

- Type the URL of the page or file. This method can be used for either internal or external links.
- **Browse** to a file in your website using the 'browse' button. This method is only used if the link is an internal link.

NOTE:

- If the link points to a page in your website, the page must have been created and approved before browsing to reference it.
- If the link points to a file (eg PDF, MS-Word), the file must be imported into the **htdocs** folder before browsing to reference it.
- Pages or files must be approved to appear on the web.
- Links to external pages must include **http://**

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To use the **Browse** method to link to a page or file in the **URL link** field, the page or file must be available in the **htdocs** folder.

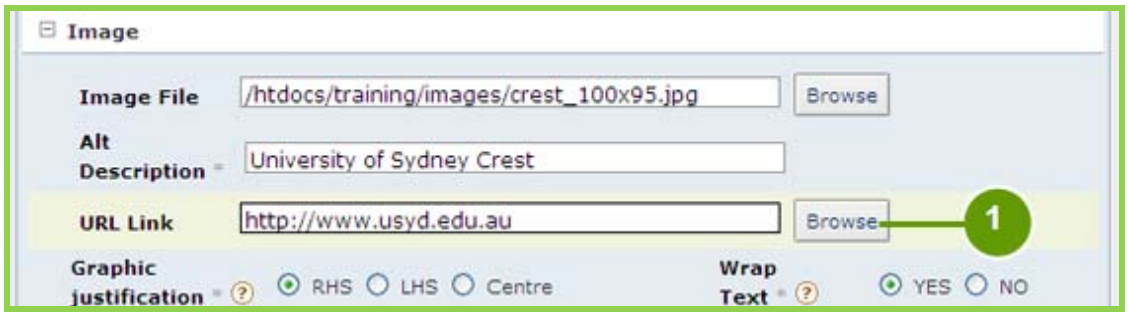

Figure 2.47

1. Click on **Browse**

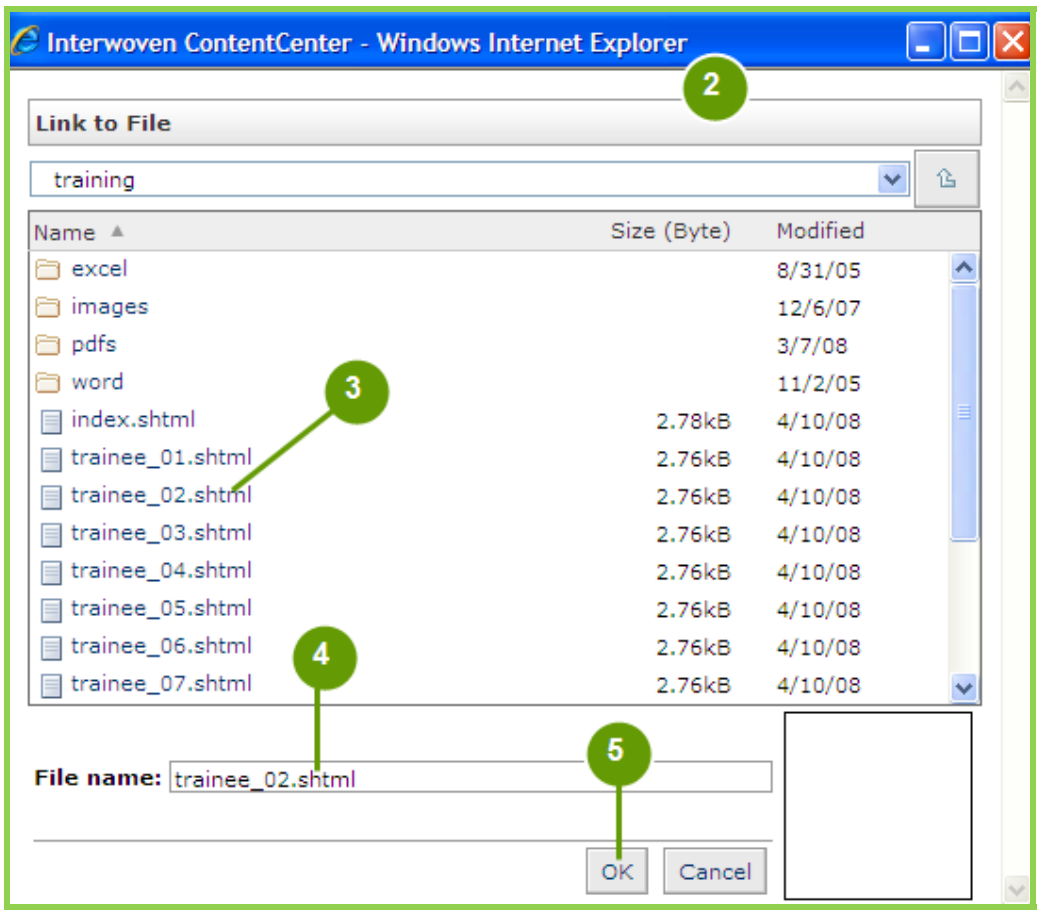

Figure 2.48

2. The **Link to file** pop up window appears showing your **htdocs** folder.
3. When you find the file, single-click on the file name.
4. The file name displays in the **File name** field.
5. Click **OK**; the path and file name display in the **URL link** field.

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Graphic justification

Align your image on the web page:

- To the right-hand side of the page (RHS – the default setting).
- To the left-hand side of the page (LHS).
- In the centre of the page.

What image justification looks like on the web page:

History of the University of Sydney
The first university to be established in Australasia, the University of Sydney was established on 1 October 1850 by the Act of Incorporation to promote useful knowledge and to encourage the residents of New South Wales to pursue a regular course of liberal education.
Its governing body, the Senate, first met in February 1851 and the University first began operating in buildings in Sydney's city which are now occupied by Sydney Grammar School. The University's Inauguration Ceremony was held on 11 October 1852.
Following the ceremony, teaching began with a Faculty of Arts degree which required three years' study of Greek, Latin, Maths, and Science.
Related li
Informatio
Communic
Technology
Faculty of
Enterprise
Training

Figure 2.49

Right-aligned image

History of the University of Sydney
The first university to be established in Australasia, the University of Sydney was established on 1 October 1850 by the Act of Incorporation to promote useful knowledge and to encourage the residents of New South Wales to pursue a regular course of liberal education.
Its governing body, the Senate, first met in February 1851 and the University first began operating in buildings in Sydney's city which are now occupied by Sydney Grammar School. The University's Inauguration Ceremony was held on 11 October 1852.
Following the ceremony, teaching began with a Faculty of Arts degree which required three years' study of Greek, Latin, Maths, and Science.
Related li
Informatio
Communic
Technology
Faculty of
Enterprise
Training

Figure 2.50

Left-aligned image

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Following the ceremony, teaching began with a Faculty of Arts degree which required three years' study of Greek, Latin, Maths, and Science.

In this critical period, the University's growth was hampered in several ways. Secondary education was very little developed in the colony, and the program provided did not encourage further study, so it was 30 years before an annual enrolment at the University reached 100. Tuition fees were, therefore, small in number and, at this time, Government grants were inadequate.

In 1855, the Government gave the University land at Grose Farm, about three

Figure 2.51

Centre aligned image

What image justification (right-hand side - RHS) looks like in the DCR:

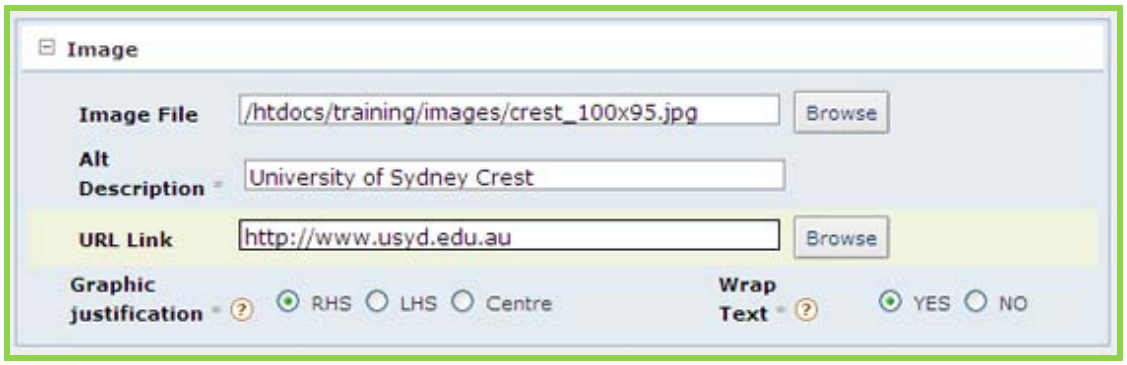

Figure 2.52

What image justification (left-hand side - LHS) looks like in the DCR:

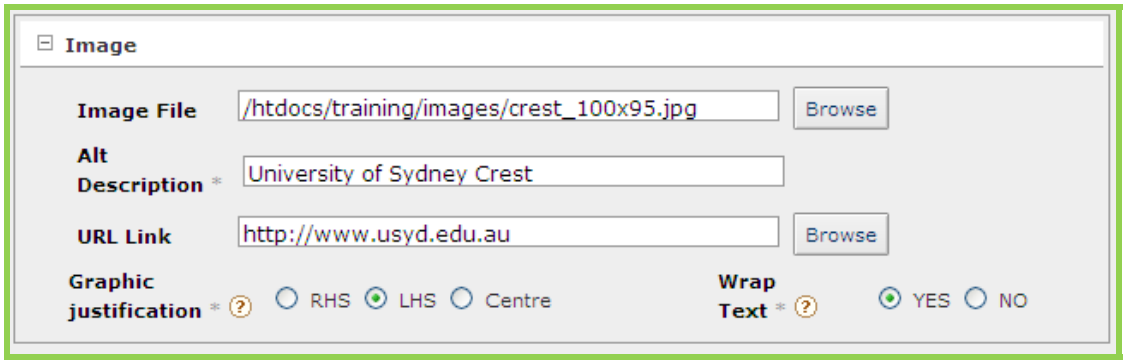

Figure 2.53

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What image justification (Centre) looks like in the DCR:

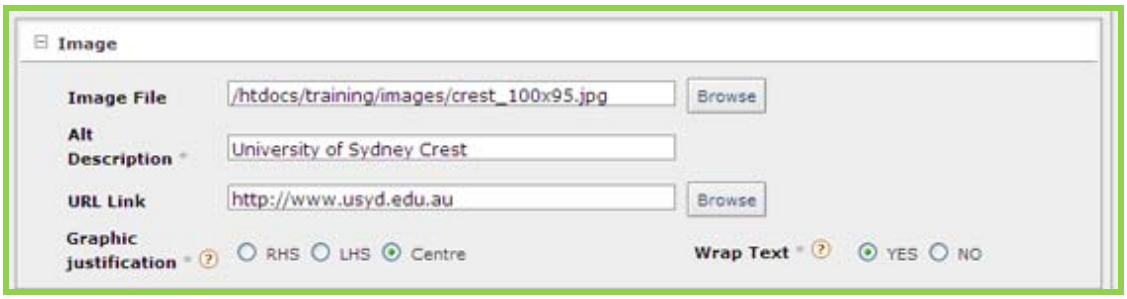

Figure 2.54

NOTE:

- If using **Centre** justification, you must set text wrap to **No** as no browser allows text to wrap on both sides of an image. The image will be centered above the text.
- Graphic justification is mandatory.
- The default value is right-aligned.

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Wrap text

There are two radio buttons in the bottom right of the image element that let you wrap text around an image. The default selection is YES (ie text wrapping is 'on' by default).

If you use wrapping, the text that will wrap around the image must be in the element folder **underneath** the image element.

Text wrapping looks like this on the web page:

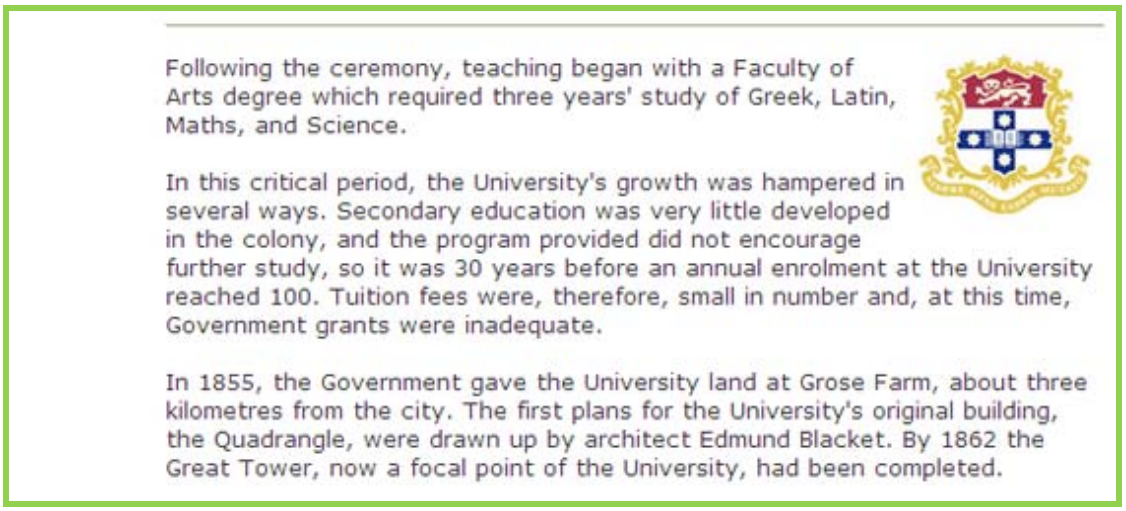
Following the ceremony, teaching began with a Faculty of Arts degree which required three years' study of Greek, Latin, Maths, and Science.
In this critical period, the University's growth was hampered in several ways. Secondary education was very little developed in the colony, and the program provided did not encourage further study, so it was 30 years before an annual enrolment at the University reached 100. Tuition fees were, therefore, small in number and, at this time, Government grants were inadequate.
In 1855, the Government gave the University land at Grose Farm, about three kilometres from the city. The first plans for the University's original building, the Quadrangle, were drawn up by architect Edmund Blacket. By 1862 the Great Tower, now a focal point of the University, had been completed.

Figure 2.55

Text wrapping looks like this in the DCR:

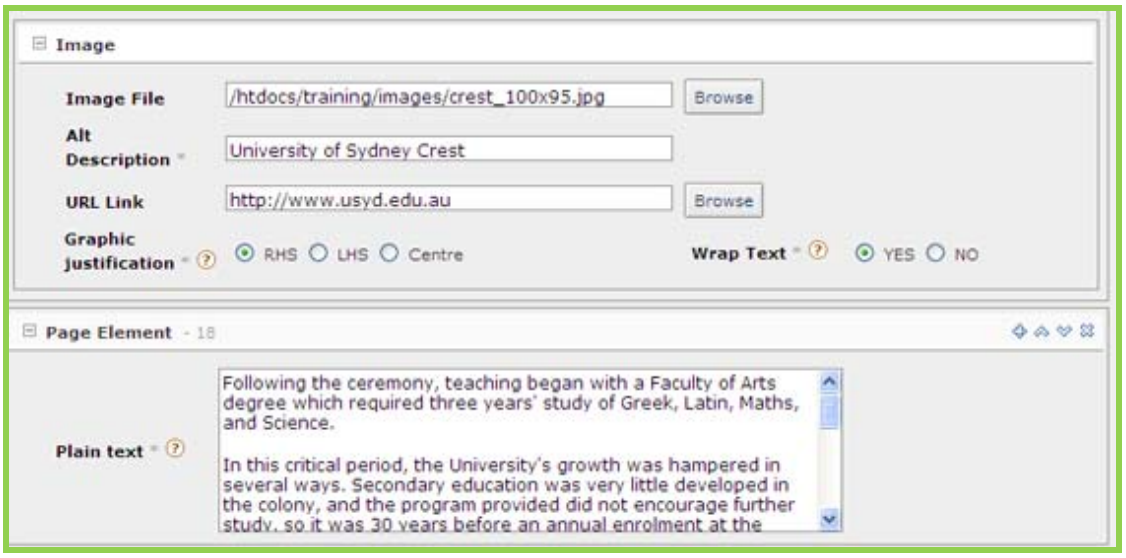
Image
Image File
/htdocs/training/images/crest_100x95.jpg
Browse
Alt Description
University of Sydney Crest
URL Link
http://www.usyd.edu.au
Browse
Graphic justification
RHS
LHS
Centre
Wrap Text
YES
NO
Page Element - 18
Plain text
Following the ceremony, teaching began with a Faculty of Arts degree which required three years' study of Greek, Latin, Maths, and Science.
In this critical period, the University's growth was hampered in several ways. Secondary education was very little developed in the colony, and the program provided did not encourage further study, so it was 30 years before an annual enrolment at the

Figure 2.56

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